

**Appendix V**  
**NON-DISCLOSURE STATEMENT**

To Whom It May Concern:

During the course of collecting data for the EPA/NIEHS Labor Market Study of Hazardous Waste Workers and Emergency Responders, payroll records, that are created to meet the requirements of the Davis-Bacon Act and which may contain individual identifiers, may be accessed during the data collection process. In accordance with the study protocol for inputting data from certified payrolls, representatives of Ruttenberg and Associates only abstract information from the payroll records which do not contain personal identifiers, in order to assure the privacy of any individuals who were included as employees of the respective environmental restoration project.

Furthermore, the representatives of Ruttenberg & Associates certify that there will be no disclosure of information which may contain individual identifiers that may have been viewed during the course of the data gathering process for the Labor Market Study. In order to assure Privacy Act compliance with HHS regulations, a signed copy of this nondisclosure form will be given to the agency representative possessing the certified payrolls and retained by Ruttenberg and Associates.

Date of Data-Gathering Visit: \_\_\_\_\_

Agency Retaining Certified Payrolls: \_\_\_\_\_

Location of Agency: \_\_\_\_\_

Name of Environmental Restoration Project: \_\_\_\_\_

Representative of Ruttenberg & Associates: \_\_\_\_\_

Date of Certification: \_\_\_\_\_

# Appendix V

## PROTOCOL FOR INPUTTING DATA FROM CERTIFIED PAYROLLS

### Labor Market Study of Hazardous Waste Workers and Associated Emergency Responders\*

This study identifies hazardous waste workers in selected geographic areas, to document both the number of work hours spent on remediation by job category and the dollars allocated to each job category. Job creations to date will be used as a planning tool to aid the Federal government, along with State and private institutions, in its education and worker training programs.

The main source for the study is certified payroll registers which are required to be completed by contractors performing work on any Davis-Bacon Act job.

#### Data Collected

The following data are collected:

- Site
- Date (end of pay period)
- Category (laborer, driller, etc...)
- Classification (journeyman, foreman or apprentice)
- Number of standard hours worked that pay period
- Number of overtime hours worked that pay period
- Hourly rate of pay
- Gross earnings
- City worker is from
- State worker is from
- Zip code worker is from
- Whether the company is a contractor or subcontractor
- Company name
- Description of work performed

The following data are **not** collected:

- Employee's name
- Employee's address
- Tax information
- Other deductibles (union dues, pension, etc...)
- Net income
- Company ID
- Employee's social security number

#### Method of Collecting Data

1. Files are made available by on-site "file owners". Direct input of data into database (via lap top computer) on site. The above stated data is collected and records are returned to the proper on site files.
2. Files are made available by on-site "file owners". Copy records on site, return them to proper on-site files. Input records into data base back in office. After data are input to data base all hard copy records are destroyed.

\* Labor Market Study of Hazardous Waste Workers and Associated Emergency Responders, in connection with the U.S. EPA, National Institute of Environmental Health Sciences and the George Meany Center for Labor Studies

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